TAB

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GUIDANCES FOR COMPLETING SECTIONS OF PART I

General

Although APP is designed to achieve the uniform consideration of major personnel issues throughout the Agency, its applicability to individual Components will vary according to the size and needs of the Components.

In completing Tables 1-5, do not include Support personnel who occupy your T/O but who retain the Service Designation of a Support Service. Anticipated changes in the volume of such personnel in your component should be separately reported to the Support Service(s) concerned.

As used in Part I, "components" is a term that refers also to Support Services.

For definition of professional, technical and clerical personnel, use sub-category codes.

Table 1, Overall Plan

Table 1 asks for planned changes in personnel strengths between beginning and end of Fiscal Year 1974. The volume of EOD's, reassignments and promotions represents alternative choices to be made at each grade level within limits permitted by turnover and ceiling. Table 1 may have to be drafted several times to find an optimum balance among these factors.

Manpower requirements should conform to Program priorities; and on-duty-strength and authorized ceiling are expected to match at the close of FY 1974. Office Heads and Deputy Directors should be prepared to justify any discrepancies between ODS and ceiling when they submit APP for approval.

Since entries in Table 1 encompass the more detailed elements shown in the other tables of Part I, a preliminary assessment should be made of the goals and policy aspects applicable to the other tables before Table 1 is completed.